

FEB - 7 2013



Expense Claims Forms

Date: February 6, 2013

EMPLOYEE#

VP-0005

NAME

Jill Gardiner

Position

BOG

DEPT

President's Office

Mailing Address : 5993 Walter Gage Road, Vancouver, BC V6T 0A9

Itinerary and Purpose of Travel : Travel expenses in relation to January 2013 BOG Meetings

Please leave the colored cells for Financial Services

Rept no.	Date	Expense Type	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Loan	Description	NET Amount	GST Amount	Total Amount
1	01/23/13	Travel-BOG	3102	2100	890030	800							
2	01/24/13	Travel-BOG	3102	2100	890030	800				Return Airfare (Vancouver - Calgary) Jan 23	\$ 594.24	\$ 1.25	\$ 595.49
3	01/23/13	Travel-BOG	3102	2100	890030	800				Hotel in Calgary	\$ 281.44	\$ 13.34	\$ 294.78
4	01/23/13	Travel-BOG	3102	2100	890030	800				Taxi (Airport to hotel)	\$ 60.00		\$ 60.00
5	01/25/13	Travel-BOG	3102	2100	890030	800				Taxi (home to airport)	\$ 46.14		\$ 46.14
6				2100						Taxi (airport to home)	\$ 49.95		\$ 49.95
7				2100									\$ -
8				2100									\$ -
9				2100									\$ -
10				2100									\$ -
11				2100									\$ -
12				2100									\$ -
13				2100									\$ -
14				2100									\$ -
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21				2100									\$ -
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26				2100									\$ -
27				2100									\$ -
28				2100									\$ -
29				2100									\$ -
30				2100									\$ -
31				2100									\$ -
32				2100									\$ -
33				2100									\$ -
34				2100									\$ -
35				2100									\$ -
Total Expenses : A											\$ 1,031.77	\$ 14.59	1,046.36

Summary by Expense Type										
GL	Fund	Expense Type	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount
3101	2100	Travel						-	-	-
3102	2100	Travel-BOG						1,031.77	14.59	1,046.36
3105	2100	Accommodation						-	-	-
3106	2100	Meals						-	-	-
3610	2100	Hosting						-	-	-
3611	2100	Hosting-Alcohol						-	-	-
3107	2100	Incidentals						-	-	-
6132	2100	Travel Advance						-	-	-
Total								1,031.77	14.59	1,046.36

Travel Advance (positive)	B	\$	
	6132-2100	\$	
	A-B	\$	1,046.36

ENTERED FEB 13 2013

Claimant's Signature: *Jill Gardiner* Date: _____

Claimant's Supervisor: _____ Date: _____

Financial Services Date: FEB 11 2013

Return to Requestor: Lisa Christopher

Department: President's Office - BOG

Cost Centre Code: 890030

Prepared By: Lisa Christopher

Banff Centre - Expenses for Jill Gardiner (Brd Mtg - January, 2013)

Expense	Amount
Flights (Vcr to Calg Return)	\$595.49
Taxi (Home to Airport)	\$46.14
Taxi (Airport to Hotel)	\$60.00
Hotel	\$294.78
Taxi (Airport to Home)	\$49.95
TOTAL	\$1,046.36



Company **BANFF CENTRE**

DATE: 01-24-13
TIME: 09:42
ROOM: 0912
ARRIVAL: 01-23-13
DEPARTURE: 01-24-13
CONF. NO.: 2275837
PAGE: 1 of 1

Ms JILL GARDINER
BANFF CENTRE




DATE	DESCRIPTION	REFERENCE	CHARGES	CREDITS
01-23-13	Room Charge		259.00	
01-23-13	DMF - Destination Marketing Fe		7.77	
01-23-13	Alberta Tourism Tax		10.67	
01-23-13	GST		13.34	
01-24-13	Breakfast Charge	Room# 0912 : CHECK# 48	4.00	
01-24-13	Visa			294.78
TOTAL			294.78	294.78
BALANCE			0.00 CAD	

DMF	7.77
GST: 848120796	13.34
ATT	10.67

Like you, we know it's the little things that mean a lot. So, if you enjoyed your stay with us, please visit www.tripadvisor.com and share your Germain experience.

From: [REDACTED]
Subject: **Fwd: Air Canada - 23-Jan: Vancouver - Calgary (booking ref: PSG5E5) - seat selected**
Date: January 26, 2013 3:20:17 PM PST



AIR CANADA 

Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Missing Plug-in

[Scan this barcode to check in at any Air Canada check in kiosk.](#)

Booking Information

Booking Reference: **PSG5E5**

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Ms Jill V Gardiner



Online Services

- [Manage](#) my booking online (view/change my booking; select seats*).
- [Request an upgrade](#)
- [Alert me](#) of flight status changes directly to my mobile phone or email.
- [Flight Arrivals & Departures](#) - check online if my flight is on time.
- [Check-in online](#) and print my boarding pass.

* [Can my booking be changed online?](#)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC218	Vancouver, Vancouver Int'l (YVR) Wed 23-Jan 2013 15:10 - Terminal M	Calgary (YYC) Wed 23-Jan 2013 17:33	0	1hr23	E90	Tango Plus, T	
AC225	Calgary (YYC) Fri 25-Jan 2013 18:30	Vancouver, Vancouver Int'l (YVR) Fri 25-Jan 2013 19:04 - Terminal M	0	1hr34	E90	Tango Plus, S	

Passenger Information

1: Ms Jill V Gardiner : Adult (16+), Ticket Number: 0142115676837

Air Canada - Aeroplan : ██████████
 Payment Card: XXXX-XXXX-XXXX-██████
 Seat Selection: AC218 20D , AC225 21C

Meal Preference : **None**
 Special Needs : **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - <u>Tango Plus</u>	204.00
Return Flight - <u>Tango Plus</u>	234.00
<u>Surcharges</u>	36.00
Taxes, Fees and Charges	
<u>Canada Airport Improvement Fee</u>	45.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.25
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	60.99
<u>Air Travellers Security Charge (ATSC)</u>	14.25
Total airfare and taxes before options (per passenger)	595.49
Number of passengers	1
RBC Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$595.49

The following charges (tax inclusive) will appear on your credit or debit card statement:
 • Air Canada: \$595.49 (Airfare - per ticket)

Ticket number(s): 0142115676837

enRoute City Guide

Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...

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catsa.gc.ca

Canada

Fare Rules

Departing Flight Vancouver (YVR) To Calgary (YYC) - **Tango Plus**

Return Flight Calgary (YYC) To Vancouver (YVR) - **Tango Plus**

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.

ALLIED LTD
 107 41 AVENUE NE T2E2N4
 CALGARY AB
 21640631

|||| PURCHASE ||||
 01-23-2013 13:37:59
 Acct # [REDACTED] C
 Exp Date 12/11 Card Type VI
 Name: JILL GARDINER
 A0000000031010 VISA

Trace # 510010
 FV2164063110
 Inv. # 1076
 Auth # 070734 BRN 00 03020

Total \$60.00
 (00) APPROVED-THANK YOU

Retain this copy for your records
 Customer copy
 403-299-9555

YELLOW TAXI CO LTD
 1441 CLARK DR V5L3K9
 VANCOUVER BC
 21158659

|||| PURCHASE ||||
 01-23-2013 13:37:59
 Acct # [REDACTED] C
 Exp Date 12/11 Card Type VI
 Name: JILL GARDINER
 A0000000031010 VISA

Trace # 510010
 FV2164063110
 Inv. # 1
 Auth # 070734 BRN 001474007

Fare Base \$38.45
 Tip \$7.69
 Total \$46.14

(00) APPROVED-THANK YOU
 Retain this copy for your records

06/13 3003 2925 NORTH SHORE TAXI

JILL V GARDINER

AUTHORIZATION NUMBER

Valid and Expiry Date Checked

DATE	M / M	D / D	Y / Y
	01	25	13

DESCRIPTION	AMOUNT
	36.95
	.
	.
TIP	13.00
TOTAL	49.95

AMERICAN EXPRESS VISA MasterCard

CLAIM FORM DEPARTMENTAL TRAVEL AND ENTERTAINMENT

FEB - 6 2013
FEB - 7 2013

DATE February 6, 2013

EMPLOYEE# VP-005

NAME Jill Gardiner

DEPT President's Office (BC Foundation)

Mailing Address : 5993 Walter Gage Road, Vancouver, BC V6T 0A9

Itinerary and Purpose of Travel : Banff Centre Foundation - meeting with Prospective Investment Managers

Please leave the colored cells for Financial Services

Rept no.	Date	GL Acct	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Locn	Description	NET Amount	GST Amount	Total Amount
1	01/13/13	3104	2100	890050	800				airfare (Vcr to Calgary, Jan 13)	\$ 655.84	\$ 1.25	\$ 657.09
2	01/14/13	3104	2100	890050	800				hotel	\$ 282.39	\$ 13.39	\$ 295.78
3	01/13/13	3104	2100	890050	800				taxi	\$ 59.77		\$ 59.77
4	01/13/13	3104	2100	890050	800				taxi	\$ 44.56		\$ 44.56
5	01/14/13	3104	2100	890050	800				taxi	\$ 44.94		\$ 44.94
6			2100									\$ -
7			2100									\$ -
8			2100									\$ -
9			2100									\$ -
10			2100									\$ -
11			2100									\$ -
12			2100									\$ -
13			2100									\$ -
14			2100									\$ -
15			2100									\$ -
16			2100									\$ -
17			2100									\$ -
18			2100									\$ -
19			2100									\$ -
20			2100									\$ -
Total Expenses : A										\$ 1,087.50	\$ 14.64	1,102.14

ENTERED FEB 13 2013

GL Codes Summary										
GL	Fund	Cost Centre	Activity Type	Activity Code	Sub-activity Code	Activity Location	NET Amount	GST	Total Amount	
3102	2100	890030	800				1,087.50	14.64	1,102.14	
							Total	1,087.50	14.64	1,102.14

Travel Advances	B	
Balance Due to Claimant / Centre	A-B	\$ 1,102.14

If Travel Advance exceeds expenses and the Center is to be reimbursed, please attach top copy of cheque or the CPA(Cash Posting Advance) to this claim.

Claimant's Signature Date

Claimant's Supervisor Date

Financial Services Date

Return to Requestor	Lisa Christophe	Mail to Claimant	
Department	President's Office		
Cost Centre Code	890050		
Prepared By	Lisa Christopher		

Banff Centre Foundation - Expenses for Jill Gardiner (Jan 13/14, 2013)
Meeting with Prospective Investment Managers

Expense	Amount
Flights (Vcr to Calgary return)	\$657.09
Taxi (Home to Airport)	\$44.56
Taxi (Airport to Hotel)	\$59.77
Hotel	\$295.78
Taxi (Airport to Home)	\$44.94
TOTAL	\$1,102.14

From: [REDACTED]
Subject: **Two: Air Canada - 13-Jan: Vancouver - Calgary (booking ref: KUD8D5) - seat selected**
Date: January 26, 2013 3:17:01 PM PST



Booking Information

Booking Reference: **KUD8D5**

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Ms Jill V Gardiner

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

Online Services

- **Manage** my booking online (view/change my booking; select seats*).
- **Request an upgrade**
- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC220	Vancouver, Vancouver Int'l (YVR) Sun 13-Jan 2013 16:20 - Terminal M	Calgary (YYC) Sun 13-Jan 2013 18:43	0	1hr23	E90	<u>Tango Plus, V</u>	
AC225	Calgary (YYC) Mon 14-Jan 2013 18:30	Vancouver, Vancouver Int'l (YVR) Mon 14-Jan 2013 19:04 - Terminal M	0	1hr34	E90	<u>Tango Plus, T</u>	

Passenger Information

1: Ms Jill V Gardiner : Adult (16+), Ticket Number: 0142115596438

Air Canada - Aeroplan : [REDACTED]
Payment Card: XXXX-XXXX-XXXX [REDACTED]
Seat Selection: AC220 20C , AC225 21C

Meal Preference : **None**
Special Needs: **None**

Purchase Summary

Fare Summary

Passenger Type	Adult
Departing Flight - <u>Tango Plus</u>	279.00
Return Flight - <u>Tango Plus</u>	214.00
<u>Surcharges</u>	36.00

Taxes, Fees and Charges

Canada Airport Improvement Fee	45.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	1.25
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	67.59
Air Travellers Security Charge (ATSC)	14.25
Total airfare and taxes before options (per passenger)	<u>657.09</u>
Number of passengers	1
RBC Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$657.09

The following charges (tax inclusive) will appear on your credit or debit card statement:


- Air Canada: \$657.09 (Airfare - per ticket)

Ticket number(s): 0142115596438

enRoute City Guide

Calgary

Calgary grew up fast through successive energy booms, so it still feels a lot like a small prairie town - albeit a small prairie town with more than a million people that's now Western Canada's engine of commerce...

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learn the rules
catsa.gc.ca

Canada

Fare Rules

Departing Flight Vancouver (YVR) To Calgary (YYC) - **Tango Plus**

Return Flight Calgary (YYC) To Vancouver (YVR) - **Tango Plus**

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$50 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD/USD per direction, per passenger. Same-day flights only.
 - **Same-day standby** is available **only** to passengers travelling on a flight between Toronto and Montreal or Ottawa (connecting flights excluded), as well as to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year



Company **BANFF CENTRE**

Ms JILL GARDINER
BANFF CENTRE



DATE: 01-14-13
TIME: 10:21
ROOM: 1215
ARRIVAL: 01-13-13
DEPARTURE: 01-14-13
CONF. NO.: 2273754
PAGE: 1 of 1

DATE	DESCRIPTION	REFERENCE	CHARGES	CREDITS
01-13-13	Local Call	22:25 Dialed# 94032661611 Canada - Calga	0.95	
01-13-13	GST		0.05	
01-13-13	Room Charge		259.00	
01-13-13	DMF - Destination Marketing Fe		7.77	
01-13-13	Alberta Tourism Tax		10.67	
01-13-13	GST		13.34	
01-14-13	Breakfast Charge	Room# 1215 : CHECK# 9333	4.00	
01-14-13	Visa			295.78
TOTAL			295.78	295.78
BALANCE			0.00 CAD	

DMF 7.77
GST: 848120796 13.39
ATT 10.67

Like you, we know it's the little things that mean a lot. So, if you enjoyed your stay with us, please visit www.tripadvisor.com and share your Germain experience.



ALLIED LINK ASSOCIATED
 207 41 AVENUE NE T2E2N4
 CALGARY AB
 21646631

PURCHASE
 01-13-2013 19:17:01
 Exp Date 11/11 Card Type VI
 Name JILL GARDNER
 A0000000031010 VISA
 Trace # 440005
 FV2104063172
 Inv # 944
 Auth # 010550 RRN 001003907
 Purchase \$50.65
 Tip \$9.12
Total \$59.77

(00) APPROVED-THANK YOU

Retain this copy for your records
 Customer copy

403-299 9555

YELLOW CAB CO LTD
 1441 CLARK DR V5L3K9
 VANCOUVER BC
 21158659

PURCHASE
 01-13-2013 15:11:53
 Acct # ***** C
 Exp Date 11/11 Card Type VI
 Name: JILL GARDNER
 A0000000031010 VISA
 Trace # 710001
 M21158659009
 Inv. # 1
 Auth # 046043 RRN 001467001

Purchase \$38.75
 Tip \$5.81
Total \$44.56

(00) APPROVED-THANK YOU

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 Customer copy

GST # 105762447

BONNY'S TAXI #11
 5925 IMPERIAL STRE V5J1E8
 BURNABY BC
 20088682
 PURCHASE
 01-13-2013 19:30:51
 # C
 atc 11/11 Card Type VI
 JILL GARDNER
 1000031010 VISA
 # 650002 Operator 00;
 FV2008868201
 # 2
 # 016262 RRN 001164007

Purchase \$37.45
 Tip \$7.49
Total \$44.94
 (00) APPROVED-THANK YOU
 Retain this copy for your records
 Customer copy